

AfN Course Certification

Terms and Conditions

1. Providers must complete and submit an application using the online submission form, and send in the confirmation form completed by the relevant ANutr/RNutr(s) and supporting documentation by email to certification@associationfornutrition.org within 48hrs. By submitting the application form the provider agrees to comply with the terms and conditions of AfN Course Certification.
2. The application fee is a contribution towards the costs of administering the scheme and is non-refundable. Applications for certification will not be assessed until the fee is received and cleared with our bank.
3. The application form and supporting material will be retained by AfN and will not be disclosed or circulated other than for the purposes of administering this scheme.
4. AfN will acknowledge receipt of an application and undertake an initial review to confirm the application has been fully completed within ten working days. At that point we may ask for any missing or incomplete information. The application will then be allocated for assessment by an AfN Course Certification evaluator and a decision will be made to provisionally certify, certify or not certify the course. The decision of AfN is final.
5. If required as part of a provisional certification decision, the AfN may apply conditions on certification. When conditions are imposed the course provider must comply with these. A breach of these conditions may result in AfN Certification being suspended pending rectification or AfN Certification being withdrawn.
6. If the decision is not to certify, a new application can be submitted once a period of 90-days has passed, providing the adjustments recommended in the decision feedback have been made. A new application fee will apply.
7. Certification is active for a year from the date of certification and can remain active for a further 2 years on payment of an annual retention fee. AfN will contact the provider eight weeks before the end of this each year to ask if they wish to renew their certification and will invoice for the relevant fee. AfN will contact the provider eight weeks before the end of the three year period to advise the provider to submit an application for re-certification.
8. To maintain active certification course, providers will be required to provide an annual declaration to update information and a confirmation statement from a currently registered ANutr or RNutr to confirm the course has not changed significantly in ways that might affect the standards and the information being provided to learners remains accurate and evidence-based.
9. AfN will promote the approved course on its website and in its marketing materials to its members. The provider agrees that their name and course details will be published on any electronic or printed list of AfN Course Certification.

10. The provider must ensure that AfN has the correct information contact details and description of the course for its marketing information, and must inform AfN promptly of any changes to contact details.
11. Once the course is certified the course provider must ensure that all marketing of the course, verbally and in writing, comply with the current AfN Marketing Rules.
12. Certification of a course is granted to the named applicant on the application form. It is not transferrable to a third party without prior written agreement from AfN.
13. The Applicant confirms that the content of the course they are applying for certification of is owned by them and they have the right to distribute.
14. The course provider agrees to the AfN distributing it's contact details to members of the public who make enquiries about the course/event.
15. The course provider agrees that the AfN may undertake ad-hoc quality assurance checks of the provider's marketing and communication of the course, course content and delivery to ensure that the terms and conditions and marketing rules are being upheld.
16. The course provider will respond promptly to questions sent by the AfN if a complaint, concern or non-compliance issue is identified. The provider will comply and provide relevant information requested by AfN to aid any investigation.
17. The course provider and their courses will promote the values of AfN and the protection of the public through the provision of evidence-based nutrition, and will not act or make statements that could bring the AfN or AfN registrants into disrepute or undermine the public's trust and confidence in AfN or AfN Registrants.